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Communications and Information

***DECOMMISSIONING OF AFMC
INFORMATION SYSTEMS***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction (OI) prescribes uniform procedures for decommissioning AFMC automated information systems.

1. Policy. The Functional Owner of the AFMC automated information system (AIS) initiates the request for decommissioning and coordinates the request with the responsible Central Design Activity (CDA), AFMC/SC, and the processing activity (e.g., DISA or local). The Functional Owner will notify all users of the system of the tentative decommissioning date. The processing activity will shutdown the system on the date requested by the owner and follow special instructions prescribed by the owner to archive data and terminate related processes and support. This policy will be implemented in accordance with this OI.

2. Applicability. This instruction is applicable to all military, civilian, and contractor personnel using, operating, hosting, and maintaining AFMC automated information systems.

3. Responsibilities.

3.1. No later than 60 calendar days prior to requested system shutdown date, the Functional Owner will complete the Request to Terminate Application attached and forward the request to the CDA responsible for maintenance of the system (e.g., MSG, SSG or local). The Functional Owner will identify the system to be decommissioned and the effective date that any teleprocessing and hosting services must be terminated by site; and will identify any special data archival needs and any other system services and support termination requirements on the application.

3.2. The CDA will identify the impacts (if any) of system shutdown to other systems and coordinate the actions required to ensure that mission-critical and mission-essential services are not adversely impacted. The CDA will list the interfacing systems on the application and sign and date the application, to certify that mission-critical and mission-essential services and data will not be adversely

impacted. The CDA will forward the application to AFMC/SC no later than 40 calendar days prior to the requested system shutdown date.

3.3. AFMC/SC will coordinate the application and forward with direction to the processing activity to shutdown the system in accordance with the instructions on the application no later than 30 calendar days prior to the requested system shutdown date.

3.4. The processing activity will coordinate the termination of system services and archival actions and sign the application when completed. The processing activity will forward the completed, signed application to the AFMC/SC with copies to the Functional Owner and the CDA no later than 10 calendar days after the system was shutdown.

3.5. The Functional Owner will notify users that the system has been decommissioned.

3.6. AFMC/SC will provide a copy of the completed request for termination form to the CDRS representative for update.

DEBRA L. HALEY, Director
Communications and Information

Attachment 1
REQUEST TO TERMINATE APPLICATION

REQUEST TO TERMINATE APPLICATION To be completed in accordance with AFMC OI 33-2) (Please submits your termination request 60 days prior to shutdown date)	
1. Name and Location(s) of System: a. Data System Designator (DSD) (if applicable): _____ b. System Name: _____ c. System Location(s): _____ _____	
2. Functional Owner point of contact for termination requirements: a. Name/Office Symbol: _____ b. Phone: _____ FAX: _____ c. Email: _____	
3. Coordination of termination application: <div style="margin-top: 10px;"> Sign (CDA): _____ Date: _____ Phone: _____ FAX: _____ Email: _____ </div> <div style="margin-top: 10px;"> Sign (AFMC/SC): _____ Date: _____ Phone: _____ FAX: _____ Email: _____ </div> <div style="margin-top: 10px;"> Sign (Processing Activity): _____ Date: _____ Phone: _____ FAX: _____ Email: _____ </div>	
<small>(Processing Activity representative needs to sign upon shutdown, send to AFMC/SC and provide a copy to the Owner and CDA)</small>	
4. What is the teleprocessing termination date by site? <small>(This date will deactivate teleprocessing capabilities to the user. The database will be kept intact and the capability of bringing the system back online as a backup or fail measure is still available. Storage of these files continues to accumulate machine utilization costs, until final shutdown.)</small> DATE: _____ SITE: _____ NOTE: Annotate additional sites and dates on an additional sheet as necessary.	
5. What is your final shutdown date by site? <small>(Providing this date will officially shutdown all files and storage capability.)</small> DATE: _____ SITE: _____ NOTE: Annotate additional sites and dates on an additional sheet as necessary.	

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REQUEST TO TERMINATE APPLICATION (continued)
To be completed in accordance with AFMC OI 33-2)

(Please submit your termination request 60 days prior to shutdown date)

System Name: _____
DSD (if applicable): _____

6. What is the replacement AIS name (if any)?

(The Functional Owner should provide this information.)

Replacement System Name: _____

7. What are the interfacing systems and the impact on these systems?

(CDA should provide this information.)

8. What are your special instructions for archiving of files?

(Functional Owner in conjunction with CDA should provide this information.)

- a. Do you want to delete or archive AIS datasets?
- b. Do you want to remove production jobs from the schedule?
- c. Are there any AIS specific software no longer needed?
- d. Are there any other billable items for which service will no longer be required?
- e. Are there any residual file retention and/or access requirements?